



# HUMAN RESOURCES DEPARTMENT

## City of Burlington

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### Minutes

#### Human Resources Committee

September 10, 2019

HR Conference Room, 200 Church Street, Suite 102

5:00 pm

**Present: Councilor Ali Dieng (AD), Brian Pine (BP), Councilor Perri Freeman (PF), HR Director, Deanna Paluba (DP), Chief of Staff (Office of Mayor) Jordan Redell (JR), Mark Hughes (MH) Executive Director of “Justice for all” Organization, HRIS Orieta Glozheni.**

#### Meeting called to order by AD at 5:10

##### 1. Agenda

AD opened the meeting. BP moved to approve the agenda, PF seconded

##### 2. Approval of Minutes

BP moved to approve the minutes. PF, AD approved.

##### 3. Public forum

No members of the public were present for comments.

##### 4. Review Job Description Diversity Equity and Inclusion Director

DP explained why the Grade is missing, because we go through the Grading process using the Willis system after the Job Description is approved. She explained why one of the essential job functions is “Ensure DE&I metrics are included in leadership expectations utilizing a data-oriented approach to drive decisions and measure success...” We are required to report to the government: statistics; demographics, etc. and after reviewing they come with questions.

BP asked for Mayor’s recommendation and DP said that He is in line with this position (pulling, looking, and tracking the statistics). AD said that this position should be reporting and working directly with the Mayor. DP said that this role should be to influence all the Department Heads and will be reporting to the Mayor. BP asked for the location of this position and AD suggested to be not far from the Mayor office. DP said that this is not established yet, but every Monday Mayor has leadership meetings and monthly Dept. Head meetings that this person will attend. BP said that is important to have this position to be close with the Mayor office.

PF focused on the Qualifications and Job requirements saying that this is a high skill role with aspects of science and also developed understanding. She said that she can see someone with a Bachelor doing this, but not sure. She asked if it was a way to know the benchmark.

DP said that we can say that Master is preferred, but not required.

BP and DP talked about the classification. BP said that there is no personnel and budget responsibility.

PF said that in the Job Description the term “Diversity and Inclusion” is use many times and maybe we can see how we can replace it with another term in some of the descriptions.

BP referring to the data-approach said that we have a decent amount of cases race based Disparities.



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PF asked if the scope of this role is for the Community. DP said that there is internal work to do in order for the City employees to be leaders but this role would also include the external community as it pertains to how we provide City services.

BP said that Police data concerns him a lot and this data need to be part of this position. He is looking to find "How the City is involved; How we are engaging (with CEDO, public, etc.). PF agreed with BP adding some data: 63% of employee are men; 70% of commissioners are men; PF said that we need to improve EI as employer, engaging with community.

DP said that this role needs to be both. There is a lot of internal staff that needs to be involved and partner with Department Heads.

PF asked to track data on how we are engaging with the community.

DP September 17th, to have the Job Description ready.

AD said that we are not talking only about race. Asked about the grading process and DP explained the steps that the system is national and each of the managers scores the position.

Ad said the Job Description is clear, he will take care of trainings, monitoring, it's not only about race. It's very important to say that twice a year the community should be invited for discussions. This position needs to promote and assist with celebrations, to facilitate and help to celebrate.

DP said that this position will serve as a liaison for culture; and celebrations of heritage through the ERG's.

BP said that the 2014 Plan needs revision. Was someone working with that at CEDO, but they lost focus. AD said that is part of the Resolution. This can be a staff person.

DP said that Vanessa Santiago will start on September 30 and she will facilitate and coordinate trainings.

AD asked for next steps after this meeting.

DP said that the Feedback will go to the Mayor and Leadership team. We will put the package together and add it to the Agenda.

DP updated the committee with the ERG group that is created with representatives from all the City Departments. This group had the first meeting on August 29<sup>th</sup>.

#### **5. Schedule future committee meeting and propose agenda items**

Next meeting October 16 at 5:30

#### **6. Adjournment**

Meeting adjourned at 6:20 by AD. BP moved.